

Electronic Timekeeping Job Aid

APPROVING TIME-OFF REQUESTS - INBOX

Supervisors can approve time-off request through the application's internal messaging system. It sends these request to the Kronos inbox, where the request can be evaluated and then approved or rejected. This feature provides a consistent, easily accessible way for employees to request time off, as well as a quick way for supervisors/managers to evaluate and respond to them.

Steps

- 1 Select General > access the Inbox.
- 2 Click the Tasks tab.
- 3 Select a task and then select Edit or Double Click.
- 4 In the **Welcome** dialog box, click **Next.**
- Confirm that the employee has accrued enough time to take and click **Approve**.
- Do you want to replace the currently scheduled shift or include a pay code edit in addition to the scheduled shift for the approved time off?
 - To replace the currently scheduled shift, select the **Override Shift** check box.
 - To include a pay code edit for time-off hours in addition to the employee's scheduled shift, clear the **Override Shift** check box.
- 7 (Optional) In the Message box, enter a message about the time-off request.
- 8 Click Next.
- 9 Click Save and Close.

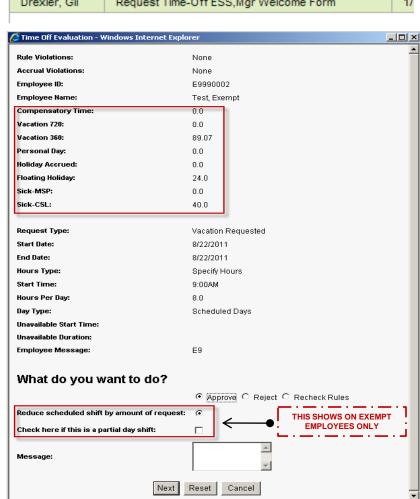
Note: If the **Recheck Rules** radio button is applied, Kronos will review the request, and update the employee's accrued totals to verify if they are still eligible to take this requested time off. This is a good idea if the request has not been answered timely.

Note: If the request is denied, it is a good practice to type the reason for the denial in the **Message** box. This information will be sent to the employee to review.

INBOX

Last Refreshed: 8:59 PM

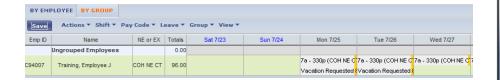




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- To confirm that the time off is scheduled, access the **Schedule Editor**. From the **Show** drop-down list, select a set of employees that contains the employee whose time-off request you approved. From the **Time Period** drop-down list, select the time period when the time off will occur.
- Confirm that the employee's schedule contains a pay code edit in the date cells that correspond to the approved time-off request.



Cascading Pay Codes

Kronos is configured to "cascade" through certain accrual buckets when a time off request is approved and the hours are allocated to the pay code. Per city policy, a vacation request will apply hours to comp time first and then vacation. Request for personal time will go to comp time first and then personal. Sick time will look at MSP and then CSL.

An example of this is shown in the screen shot below:

